

SECRET

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director ( Administration )  
FROM : Chief, Office of Procurement and Supply  
SUBJECT: Personnel Ceiling

DATE: 29 Feb 1952

1. In response to your memorandum of 19 February, similar subject, it is requested that this office be permitted to recruit up to our present T/O personnel authorization of ☐ positions. 25X9

2. In justification and support of the reasonableness of this request the following supported factors should be considered:

a. The Procurement and Supply Office has always been understaffed in relation to the proper accomplishment of its mission. This is demonstrated by the average bi-weekly requirement of 4000 hours of overtime.

b. Recruitment is a major deterrent with respect to technical personnel, because of:

(1) The classifications required by this office are in short supply, and are, particularly, individuals who have had governmental supply experience; more particularly, Defense supply experience. Such personnel, for the most part, are presently employed by the Defense Department, or the Defense Department is in competition with us in recruiting them.

(2) Agency policy precludes our direct acquisition of personnel from other agencies; however, some, in the attempt to better their position, do make application with CIA and seek release from their employing office, with an end result of their office promoting them and their consequent loss of interest in effecting a change.

c. A high proportion of the Procurement and Supply Office personnel are in the low grade unskilled and semi-skilled laborer category. Attrition is at an extremely high rate in this group, due to the transient nature of the personnel available, frequent security disapprovals, Military Service calls, and reluctance to wait even a minimum Security Clearance period. In a four and one half month period, of ☐ individuals processed, ☐ cases were cancelled for security or personal reasons, ☐ resigned after EOD for the same reasons, leaving a total ☐ on duty. Five of these subsequently dropped from the rolls. 25X1

Security Information

d. Clerical personnel in the lower grades are assigned in accordance with Agency Regulations.

3. In consideration of the foregoing, it is felt that in order to succeed in even approaching the established personnel ceiling with "on duty personnel" recruitment must be made against the T/O total of  positions.

25X9

James A. Garrison

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